

New Hampshire Women's Bar Association

Executive Director Position

The New Hampshire Women's Bar Association (NHWBA), a 501(c)(6) non-profit professional association, promotes and supports the advancement and interests of women in the legal community through leadership, professional interaction, education, and the exchange of ideas between our members and the community. The NHWBA was founded in 1998 as a voluntary membership organization.

The Executive Director ("ED") position was created in 2011 and supports the programming and operations of the Association. The ED reports to the all-volunteer Board of Directors and is directly supervised by the Vice President. The ED is responsible for the organization's consistent achievement of its mission and must have a full understanding of the Association's mission, goals, finances, budgeting, and cash flow. This a part-time position and hourly requirements vary each month depending on the activities of the organization. The position requires the ability to work remotely with minimal daily supervision or oversight, and requires travel within New Hampshire to attend meetings and events, mostly in the Concord and Manchester areas. A computer and other tools necessary for the job will be provided.

Position qualifications:

- Bachelor's degree required; JD preferred
- Experience with public relations, fundraising, marketing and use of social media to promote the work of the Association and expand membership.
- Ability to work independently with minimal oversight.
- Excellent communication skills, both oral and written, including public speaking.
- Strong interpersonal skills to develop and maintain productive communications and relationship with Association members, sponsors, and other key contacts.
- Strong organizational skills and ability to manage many projects simultaneously.
- Experience using website content management systems or publishing platforms such as WordPress and communication tools such as Constant Contact, or ability to learn new platforms quickly.

Additional Desired Skill Sets:

- Experience with event planning and management, including obtaining cost estimates, drafting proposals, and adhering to budgetary constraints.

- Experience working with a legal trade or professional association, law-related nonprofit and/or legal professionals generally.
- Experience working closely with an organization's Board of Directors.

General Position Description:

The NHWBA is seeking well-qualified candidates to apply for its Executive Director position. This part-time position is estimated to require 10-15 hours per week; hours will vary depending on the time of year and activities of the organization, and there is no minimum guarantee of hours. The position pays \$25.00 per hour and out-of-pocket expenses will be reimbursed. No benefits are provided. Compensation and benefits may change as the organization and position grow. For more information about NHWBA, visit <https://nhwba.org/>.

How to Apply:

Applicants should send a cover letter, resume, and list of three references to Caroline Leonard at leonard@gcglaw.com, and include "NHWBA ED position" in the subject line. Applications will be reviewed on a rolling basis and will remain open until the position is filled. Anticipated start date is after May 1, 2018.